

Dear Madam/Sir,

To improve our service to you, we are changing the way we now accept CRBA applications. We ask that you complete all the forms below and then either drop the packet of forms off at the Embassy at the times below or scan them and send as an attachment to an E-mail(s) to **Kenya ACS@state.gov.**

- PLEASE DROP OFF PHOTOCOPIES OF ALL NECESSARY CRBA DOCUMENTS BELOW AT THE EMBASSY ON MONDAY OR WEDNESDAY MORNING BETWEEN 9AM AND 11AM. (EXCEPT THE LAST WED OF THE MONTH OR ANY KENYAN OR AMERICAN HOLIDAY)
- THIS IS NOT A CRBA APPOINTMENT
- PLEASE ALSO INCLUDE A COPY OF YOUR PASSPORT(S). WE WILL COLLECT YOUR E-MAIL OR PHONE NUMBER TO ENABLE US CONTACT YOU WHEN WE SCHEDULE AN APPOINTMENT.
- PLEASE DROP OFF PHOTOCOPIES OF YOUR SUPPORTING DOCUMENTS - DO NOT DROP OFF ANY ORIGINAL DOCUMENTS AT THIS TIME
- PLEASE DO NOT LEAVE YOUR PASSPORT WITH US
- YOU DO NOT NEED TO BRING THE CHILD WITH YOU UNTIL YOUR APPOINTMENT IS SCHEDULED
- BRING SOME FORM OF IDENTIFICATION WITH YOU TO GAIN ACCESS TO THE EMBASSY
- DO NOT SIGN ANY FORMS YET (EXCEPT NOTARIZED FORMS WHEN ONE PARENT IS IN THE U.S.)
- NO MONEY WILL BE TAKEN WHEN YOU DROP OFF DOCUMENTS

This packet of documents will be screened by our staff and if complete, you will be scheduled an appointment and contacted with that appointment date. When you return for your appointment date, you will need to bring your child and all original documents. If any document(s) are missing or the forms are incomplete we will contact you to return to the Embassy to drop off the necessary forms. You will not be scheduled an appointment until all forms are complete.

We need your help in ensuring quality customer service for all applicants. We only have limited time to serve each customer and this new procedure is to ensure that each customer is fully prepared for their CRBA appointment

Please use this document checklist to help you prepare. You can click on the document links below in Sections A and Section B to take you directly to the required document to complete and/or print out.

#### **A – FORMS REQUIRED FOR ALL APPLICATIONS:**

**FORMS COMPLETED BUT NOT SIGNED:**

**[DS-2029: Application for Consular Report of Birth Abroad](#)**

[DS – 5507: Affidavit of Parentage, Physical Presence and Support](#)

[SS - 5 - : Application for a Social Security Card](#)

[DS -11-: Passport Application](#)

## **B – FORMS TO BE COMPLETED IF ONE OF THE PARENTS IS NOT IN KENYA**

### **FORMS COMPLETED AND SIGNED BEFORE A NOTARY:**

[Under Age 16](#)

[DS- 3053-: Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor](#)

[DS-2029: Application for Consular Report of Birth Abroad](#)

[DS – 5507: Affidavit of Parentage, Physical Presence and Support](#)

Certified copies of the Absent Parent's Passport

### **C - ALSO REQUIRED:**

Copy of the child's birth certificate - Hospital Birth Certificates are not acceptable.

Copy of the marriage certificate for parents, if married.

Copy of the divorce certificate or death certificate, if either parent was previously married.

Two 2" x 2" photographs, that meet the requirements listed on the back of the application.

Both parents must sign the child's passport application form in the presence of a Consular Officer  
– do not sign beforehand.

Copy of Both Parent(s) U.S. passports and Naturalization Certificates (if applicable).

If you have any questions about this new procedure or the documents required, please send an E-mail to [Kenya\\_ACS@state.gov](mailto:Kenya_ACS@state.gov).

Sincerely,

American Citizen Services Unit  
Consular Section  
U.S. Embassy – Nairobi, KENYA